

MEMORANDUM FOR: All NOAA Offices

FROM: Helen Hurcombe /s/
Acting Deputy Chief Administrative Officer

SUBJECT: Printing and Duplicating Policy and Procedures

As a routine part of overseeing the NOAA Purchase Card program, it has been noted that a number of NOAA purchase cardholders are using their Purchase Card to acquire printing and duplicating (a.k.a., photocopying) services from commercial businesses (i.e., Kinkos, Sir Speedy, etc.). A recent General Accounting Office (GAO) decision, Bureau of Land Management: Payment of Pocatello Field Office, B-290901, December 16, 2002, reinforces the determination that, "Photocopying services procured...from a commercial source in violation of 44 U. S. C. § 501, requiring that all such services be procured through the Government Printing Office absent a waiver, were not authorized and may not be paid with federal funds."

In this case, the Pocatello Field Office of the Bureau of Land Management, in response to an expedited requirement to produce multiple copies of documents for a legal proceeding, failed to obtain proper waivers in advance of using commercial printing/duplicating sources. Barring a retroactive waiver by the Joint Committee on Printing, the individual procuring the copying services can be held personally liable for reimbursing the vendor for the services provided. The GAO has clearly stated that without the required waiver, appropriated funds cannot be used to pay for the services rendered.

This is an important decision that needs to be considered when seeking to acquire printing or duplicating services. It is currently DOC and NOAA policy that all reproduction services (printing and duplicating/copying) must be procured through established Government channels. As printing/duplicating needs are identified, particularly urgent needs, you are encouraged to discuss your requirements with your Publications Office prior to any commitment of funds (using the Purchase Card or otherwise).

NOAA personnel located in the Washington Metropolitan Area wanting to order printing or duplicating services should contact

the Document Management Branch (DMB) at (301) 713-2220. DMB has established several direct-deal contracts to assist you in fulfilling your printing and duplicating requirements. In addition, the DMB Duplicating Plant, Station 3830, SSMC-3, (301) 713-2636, is available for quick turnaround black and white and color copying services. NOAA offices in the field should contact their respective regional servicing Administrative Support Center Printing Coordinator listed below.

Questions concerning printing and duplicating policy and procedures should be directed to Victor Stewart or Millard Hanna at (301) 713-2220. Please contact Larry Frazier, Acquisition Management Specialist, Acquisition and Grants Office, at (301) 713-0851, regarding Government Purchase Card questions.

NOAA ADMINISTRATIVE SUPPORT CENTERS PRINTING COORDINATORS

Shirley Driver-Kinchen Eastern Administrative Support Center
EC42, 200 Granby Street, Suite 815
Norfolk, VA 23510-1624
Phone: (757) 441-3420
Fax: (757) 441-6500

Beverly Schuetz Central Administrative Support Center
CC7, Room 1749, Federal Building
601 East 12th Street
Kansas City, MO 64106
Phone: (816) 426-3925, ext. 283
Fax: (816) 426-2124

Roberta Brake-Pound Mountain Administrative Support Center
MC414, Room GB302
David Skaggs Research Building
325 Broadway
Boulder, CO 80305-3328
Phone: (303) 497-6394
Fax: (303) 497-7834

Kevin Godfrey Western Administrative Support Center
WC42, Bin C15700
Seattle, WA 98115-0070
Phone: (206) 526-4430

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